

## **Site Visit Programmatic Questions**

First Choice, New Ulm

### **1. Update Report**

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs? Programs have been stable and with the new renovations the Center can expect to see growing numbers of clients in the future.

### **2. Work Plan**

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?

The Work Plan has remained the same since the beginning of the PA funding.

### **3. Fiscal Review**

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed. The financial reconciliation has already taken place and ended with no significant findings.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.

A budget revision will be sent in soon.

### **4. Grant Closeout Form**

- You will have an opportunity to review a draft of your Grant Closeout Form. The closeout/interim form was discussed.

### **5. 2014-16 Evaluation (availability of items below depend on date of site visit)**

- Your 2014 Evaluation Report Summary will be discussed.

- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed. This grantee conducted and reported on their previous evaluation plan and did an outstanding job. Their current evaluation plan was discussed and will include evaluating follow up on clients making appointments to local agencies that the Center refers them.

#### **6. Positive Alternatives website**

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions  
The website was discussed.

#### **7. Provide Updates**

- Have you made any changes to your application Face Sheet data?  
Changes were made by Linda Reising and noted.
- Do you want to revise your website posting?  
Linda will check her current website PA listing and provide the Grant Manager any changes. Linda will also change the front of her own website to include a note to indicate MDH PA funding.  
The Women's Right to Know booklet link on this grantee's website was not working.  
When I checked the link on the MDH website it did work. I would recommend that this grantee please recheck the link to the WRTK booklet.

#### **8. Issues specific to this grantee**

**None at this time.**

#### **9. Tour of Facility**

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area

I was given a tour of the Center. They are in the process of renovating their additional space. They are located in heart of the city and have a warm and inviting Center. Once the renovations is complete the Center will have double the space to serve their clients.

#### **10. How can MDH be more supportive of your program?**

**This grantee is grateful for the PA funding.**

#### **11. Other?**

First Choice is currently finishing its first PA grant funding cycle. They are using their funding for their Earn While You Learn pregnancy and parenting education program. They have also incorporated the PA health strategies into a careful parenting program pack for their clients with incentives tied to the completion of the program. Transportation is a continuing struggle for clients with the services area for the Center covering such a large rural area. Time management by potential and current clients tends to part of the issue for scheduling

transportation for clients. First Choice has tackled being a new PA grantee, renovating their Center, and seeking funding for the Center's improvements all at the same time. They are doing an outstanding job balancing and moving forward with their programs and Center's progress.